Calistoga Chamber of Commerce

Board Meeting Action Summary
May 20, 2014 @ 12:00 PM
Calistoga Spa Hot Springs

BOD Attendees: Sharon Carone, Aphrodite Caserta, Joel Creager, Andrea DeTrinidad*, Margaret Law, Leonard LaBranche*, Mike Lennon, Carlene Moore, Stephen Patel, Robin Richardson, Michael Swanton

Absent: Jon Seeger Staff: Chris Canning Guest(s):

Meeting Called to Order: 12:03 PM by C. Moore

Consent Items:

- Action Summary April 22, 2014
  - Motioned: Swanton Seconded: Carone Passed: 9-0-0
- Financials April 2014 (vote held at end of meeting for arrival of L. LaBranche)
  - Motioned: DeTrinidad Seconded: Swanton Passed: 11-0-0

Action Items:

- Reviewed and ratified BOD election results.
  - The following were elected to three (3) year terms:
    - Andrea DeTrinidad, Carlene Moore, Nancy Putney-Abernathy, and Brian Rios
      - Motioned: Swanton Seconded: Creager Passed: 10-0-0
- Validated and gave direction on assumptions used for creation of 2014-15 operating budget
  - Second draft will be forwarded to finance committee next week for review.
  - Third draft to be sent to BOD two weeks prior to June BOD meeting for review and comment.
  - Final draft to be reviewed and approved at June BOD meeting.
- Reviewed Community Awards nominations and received outline of process for selection
  - Nominating committee will meet later this week and forward award recipients selected to BOD via email for comment. BOD will have 48 hours to address any concerns or objections.

Committee Reports:

- Marketing Committee minutes presented by C. Canning

Executive Director's Report:

- Updated BOD on Concerts in the Park beginning June 26th
  - Beverage sales and catering will not be provided by the Chamber. Wine sales by wineries.
- Updated on potential new events for 2014-15 including Harvest Table, Women's Grand Fondo, Pretty Muddy.
  - All events are in preliminary stages of feasibility and planning.
- Reported that Calistoga TID approved funding ($24,000) for addition of second Shuttle during peak season (Fri. & Sat. June through October).
  - Wineries will be solicited to help offset this incremental expense.

Adjourned into Closed Session:

- Executive Director's employment agreement renewal was discussed (Exec. Dir. was not present)
  - Reportable Action: BOD agreed to terms requested by Exec. Dir. for contract renewal
    - 12 month term; 5% salary increase; commission potential to remain at 10%; health benefits to remain; maintain vacation 25 days with no more than 10 consecutive without BOD approval

Next BOD Meeting: June 17, 2014 @ Calistoga Hot Springs
Meeting adjourned at – 1:31 PM Action Items submitted by Chris Canning
Notes taken by Chris Canning *: Indicates late arrival or early departure impacting vote count variances